



CITY OF HOUSTON

Job Posting

LM

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

FINANCIAL ANALYST IV

Posting Number

PN# 106508

Department

Department of Public Works & Engineering

Division

Resource Management Division

Section

Fiscal Services Section

Reporting Location

611 Walker St.*

Workdays & Hours

M - F, 8:00 a.m. – 5:00 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Responsible for the annual COH Water and Sewer Rate Model process. Responsibilities include updating costs annually, implementing changes and improvements to the Rate Model. Analyze the modeled rate compared to the effective rates and understand the causes of the change. Proactively give suggestions on changes to the rate model or the rates. Lead the annual rate and charges adjustments. Understand the principals of utility rates. Annual rate comparison to other municipalities. Work with the division manager to support the PWE team that create and implement water authority contracts, GRP contracts, co-participant contracts and other water and wastewater contracts. The ability to review, craft and interpret contracts language. Envision changes to contracts, assist in contracts drafts, and create financial models of the contracts/agreements as required. Write RCA's when required. Develop financial forecasting and budgeting modeling for the water and sewer revenues. Analyze the monthly variances to revenues budget and projection. Develop a fifteen-year revenue-forecasting model – to assist in the long range planning of the utility. Create the annual O & M charges for the East and the Northeast Water Purification Plant. Create the presentations and letters for various purchasing entities. As well as assist in adding new entities and setting rates. Coordinate the annual external audit. Develop detailed reporting and analysis of the Water and Wastewater system – using analytical tools, such as regression analysis, linear programming, variance analysis, graphics and others.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Finance, Accounting, Business Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of professional experience in finance, economics, budget analysis or a closely related field are required. A Master's Degree in Business Administration, Accounting, or a closely related field may be substituted for two years of the above experience requirement.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with extensive experience in financial analysis, including computer modeling using analytical tools such as: regression, linear programming, and statistics.

SELECTION/SKILLS TESTS REQUIRED None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 25
\$1,501 - \$2,080 Biweekly \$39,026 - \$54,080 Annually

OPENING DATE August 24, 2005

CLOSING DATE OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Line phone number (713) 837-9471. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer